



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,510 - \$3,050**

**LA1 RATE FILING BUREAU**

**LOS ANGELES**

**RESPONSIBILITIES:** Under the general direction of the LA1 and LA2 Rate Filing Bureau Chiefs, the Office Technician (Typing) is responsible for administrative support of two bureau chiefs and provides general assistance and clerical support for the Rate Regulation Branch Deputy Commissioner during bi-weekly Los Angeles office visits. The Office Technician will be expected to order office supplies and coordinate maintenance of office equipment; attend weekly bureau chief staff meetings; take and distribute minutes; handle sensitive and confidential Bureau Chief projects; assist support staff and the public at the front counter; update the Rate Filing Tracking System; and, acquire and maintain familiarity with the Rate Regulation Branch Procedures Manual.

**DESIRABLE QUALIFICATIONS:** Excellent computer skills and experience with Microsoft Office software (Word, Excel, Access); excellent interpersonal skills and ability to work cooperatively with others; ability to communicate effectively with staff and the public both orally and in writing; accurately perform highly detailed work independently; follow oral and written directions, and ability to handle multiple projects/assignments efficiently and in a timely manner.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stefanie Abdelnour, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814 – Human Resources. **Please indicate “Office Technician (Typing) #323-1139-001” on the State application.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3303.

**FINAL FILING DATE:**     **January 21, 2005 or Until Filled**

**NOTE:** Interested Individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

HRM 090A (Rev. 03/03)

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